

**NDE Bulletin**  
**March 21, 2013**



**2013 Annual NDE Data Conference - Registration**

Contact: Debe Dockhorn (402-471-2748 or [NDEdataconf2012@nebraska.gov](mailto:NDEdataconf2012@nebraska.gov))

The 2013 Annual NDE Data Conference **"THE POWER OF DATA"** will be held April 29 & 30, 2013 in Kearney, Nebraska at the Younes Conference Center. Please visit the conference website at <http://ndeconference.education.ne.gov> to register (\$100) and find other information.



**Time and Effort Logs Reminder**

Contact Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

- a. Any personnel paid from Federal Funds must maintain a time and effort log. Logs must be signed by the employee and building principal, HR representative, or superintendent, and kept on file. These will be reviewed during ESEA/NCLB monitoring. Local auditors may also request to see the logs. **REMEMBER:** Time and Effort logs are required for every staff member in Title I schoolwide buildings that are paid with **any** source of federal funds.
  - i. Monthly verifications are required if paid from multiple cost objectives
    - 1. An employee is considered to work on multiple cost objectives if they work on
      - 1. More than one federal award;
      - 2. A federal award and a non-federal award;
      - 3. An indirect cost activity and a direct cost activity;
      - 4. Two or more indirect cost activities which are allocated using different allocation bases; or
      - 5. An unallowable activity and a direct or indirect cost activity
  - ii. Biannual verifications if paid from only one source or working on a single cost objective.
- b. Additional information regarding Time and Effort Logs can be found at <http://www.education.ne.gov/federalprograms/TimeandEffortLog.html>



**Title I Schoolwide Self Review (Due May 1<sup>st</sup>)**

Contact: Beth Zillig (402-471-2452) or [beth.zillig@nebraska.gov](mailto:beth.zillig@nebraska.gov)

The 2013 Schoolwide Self Review Scoresheet is now available on the Title I website <http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html> for those Title I Schoolwide buildings scheduled to do a Self-Review this year. (Buildings highlighted in green or purple on the schedule) [http://www.education.ne.gov/federalprograms/Documents/Title%20I/2012-13 SW Peer, Monitor, Self Schedule 3 07 13.pdf](http://www.education.ne.gov/federalprograms/Documents/Title%20I/2012-13%20SW%20Peer,%20Monitor,%20Self%20Schedule%203%2007%2013.pdf)

The Schoolwide Plan Peer and Self Review Rating Rubric used to complete the score sheet can also be found on the website at: <http://www.education.ne.gov/federalprograms/Documents/Title%20I/10-2012%20SW%20PEER%20and%20SELF%20REVIEW%20RUBRIC.pdf>

Please submit the following to the NDE Title I Office by May 1, 2013. A hard copy or an emailed scanned copy may be submitted.

1. Signed cover sheet
2. Completed score sheet (Summary scoresheet only; please do not submit the 12-page rubric)
3. Names of persons involved in the review process
4. Minutes from the meeting(s), and
5. Any changes to the building's schoolwide plan (if applicable)



### **New NSSRS Validations**

Contact: NDE Helpdesk (1-888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

Error 518: Title: Students who re-enrolled in any district after graduating with a regular high school diploma (203). Description: Students that enter any district after receiving a regular high school diploma. To fix: 1) check enrollment records and verify the student graduated with a regular high school diploma (203), and 2) request a delete from the NDE Helpdesk to remove the enrollment of the regular high school diploma (203) or the entry enrollment record (1XX).

Error 520: Title: Student Reported as 202 Dropout In More Than One District. Description: Student(s) is listed as a dropout at more than one district. Review enrollment records and work with other districts to determine student's last enrollment location.

Error 521: Title: Student Grade Level Outside of Grade Range for Location Reported in Student Grades Template. Description: A student was reported with a Student Grades record at a location that does not serve that student's grade level.

Error 519: *(This will be activated for the 2013-14 school year)*

Title: Students who are in fall membership in any school after graduating with a regular high school diploma (203). Description: Students that belong to fall membership after receiving a regular high school diploma. To fix: 1) check enrollment records and verify the student graduated with a regular high school diploma (203), and 2) request a delete from the NDE Helpdesk to remove the student from fall membership. (October Student Snapshot)



### **Title III LEP and Immigrant Counts (Due April 1 at 5:00 p.m.)**

Contact: Nancy Rowch (402.471.2477 or [nancy.rowch@nebraska.gov](mailto:nancy.rowch@nebraska.gov))

In April, we will be pulling data from NSSRS to ensure that we have the most current numbers of limited English proficient (LEP) and immigrant students. This data will serve as the basis for district allocations for the 2013-2014 school year for both the Title III LEP and Title III immigrant programs. The following NSSRS fields are used in determining the Title III allocations: Field 95, LEP eligibility and Field 89, Immigrant indicator. **Please check your data to ensure that it is updated.**



### **Nonpublic Consultation for NCLB Programs**

Contact: Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov)) OR Edy Clark (402-471-2481 or [edy.clark@nebraska.gov](mailto:edy.clark@nebraska.gov))

On March 14, Public District Superintendents and ESU Administrators received an email from Diane Stuehmer, NDE Federal Programs Administrator, regarding required consultation with nonpublic schools. For Title I-A this consultation is required with every nonpublic school in which the public district has resident low-income students attending. For Titles I-C, II-A, and III-A a consultation is required with any nonpublic school that resides within the boundaries of the public school district. If the public school district receives one of the following competitive grants, a consultation is also required with nonpublic schools within the public school boundaries: Math & Science partnership, 21<sup>st</sup> Century Community Learning Centers, and Homeless Education.

If a district does not have a nonpublic building within their district boundaries, form NDE 34-014 is not required. If a district does not have any resident low-income students attending a nonpublic school, then NDE 04-012 is not required. Files were attached to the email indicating which districts need to have a consultation with one or more public schools.

Both nonpublic consultation forms are available on the NDE Federal Programs website (<http://www.education.ne.gov/federalprograms/Index.html>). **These forms are due to the NDE Federal Programs Office by May 1, 2013. Since NDE has implemented the “Due Dates are Due Dates” rule, any districts that are required to submit the forms and do not have them submitted by the due date of May 1<sup>st</sup> will be jeopardizing 2013-14 federal funding.**



#### **Consortia for NCLB Programs**

Contact: Edy Clark (402-471-2481 or [edy.clark@nebraska.gov](mailto:edy.clark@nebraska.gov)) OR Diane Stuehmer (402-471-1740 or [diane.stuehmer@nebraska.gov](mailto:diane.stuehmer@nebraska.gov))

Many districts choose to consort their ESEA/NCLB funds with Educational Service Units (ESUs). It is time for the discussions to take place between the ESUs and the public school districts regarding consortia / multi-district agreements for the 2013-14 school year. An email was sent to all ESU Administrators on March 14<sup>th</sup> by Edy Clark, NDE Federal Programs Administrative Assistant.

Consortia information is due to the NDE Federal Programs Office by **May 1, 2013**.



#### **Substitute Teachers in the Consolidated Data Collection**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

***Needs to be completed by ESUs, Public, Nonpublic, State Operated and Interim Programs.***

This data collection will permit you to upload/enter data regarding substitute teachers that have already been employed during the 2012-13 school year and receive feedback on any data errors or potential violations by your school if the individual does not currently hold a valid Nebraska certificate. By uploading/entering data now, your school will have sufficient time to correct any errors or potential violations to ensure that any substitute teachers hold a valid Nebraska certificate before the data collection closes.

The Substitute Teacher data collection **will close on June 14, 2013. Deadlines are Deadlines!** Once this window closes, you will only be able to make corrections to the submitted data until the Audit Window closes on June 30, 2013.



### **NeSA-RMS Key Dates**

Contact: Valorie Foy (402-471-2495 or [valorie.foy@nebraska.gov](mailto:valorie.foy@nebraska.gov))

Key dates for NeSA-RMS are presented in the following table. Additional information on NeSA testing is available at the Statewide Assessment Website <http://www.education.ne.gov/Assessment/Index.html>

Districts Train School Personnel and Distribute Materials	One week prior to test window
Distribute Materials to Test Administrators	Same Day as Testing
NeSA-Reading, Mathematics, and Science Testing Window	March 25 – May 3
Last Day for UPS to Pick Up Test Materials From Districts	May 8
NeSA WebEx on Reporting	July 1 - 3

### **Personnel Change – Data, Research & Evaluation team**

Dr. Dean Folkers is now the Senior Administrator of the Data, Research & Evaluation team. He can be reached at [dean.folkers@nebraska.gov](mailto:dean.folkers@nebraska.gov) or 402-471-4740.

### **NDE Bulletin now available in RSS Feed**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

### **How to contact the NDE Helpdesk**

There are three ways to contact the NDE Helpdesk with questions. All three ways get to the same place, so please only use one of these options.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.
2. Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)
3. Call Toll Free: 888-285-0556 Please leave your full name, organization, call back number and a brief description of your question.

*Ginny Carter, NDE Helpdesk*

*Nebraska Department of Education - Data, Research and Evaluation*

*301 Centennial Mall South - Lincoln, NE 68509*

*Phone: Toll Free 888-285-0556*

*Email: [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov)*